A M A Z O N

BUSINESS ACCOUNT

WHY AMAZON BUSINESS?

- Amazon.com started charging Utah sales tax.
- When you place an order through the business account your purchase will be tax free.
- The business account does not have Prime, however you can submit a requisition through EZBuy if you would like to order Prime.
- All orders over \$24.99 will receive free standard shipping.
- Your purchase will be charged directly to your Pcard or a departmental Pcard you have access to.
- You have the ability to; check order status, track your packages, cancel orders, print receipts, etc.

HOW IT WORKS

I WILL SEND AN INVITE OUT TO EACH OF YOU FOR YOUR DEPARTMENT. You will receive an email similar to the email below.

SELECT ACCEPT INVITATION

SELECT CONTINUE



Fri 1/13/2017 1:27 PM

Amazon.com <no-reply@amazon.com>

Welcome to Amazon for Business

To 🛛 Jennifer Fawcett

If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message

×

USU Student Affairs (taya.flores@usu.edu) has invited you to manage the business account for Utah State University

Amazon Business allows you to shop on Amazon using your organization's multi-user business account, track spending using purchase orders and get Free Two-Day shipping on eligible orders over \$49. Find what you need among the millions of business products on Amazon and get business pricing on select items.

Accept the invitation

Thank you for choosing Amazon Business.

Amazon.com | Help

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this email

×

amazonbusiness

Welcome to Amazon Business!

USU Student Affairs has invited you to manage the business account for Utah State University

Setup jenny.fawcett@usu.edu for business to get started

Continue

By clicking "Continue", you accept the Amazon Business Account Terms and Conditions

Need help?

For questions, contact Business Customer Service

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Amazon.com No Items

amazonbusiness

Sign in to the account you will use for business

Your email	jenny.fawcett@usu.edu	
Your password		
	Sign in	
	Forgot your password?	

Need help?

For questions, contact Business Customer Service

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YOU WILL THEN CREATE AN ACCOUNT USING YOUR UNIVERSITY EMAIL.

If you already have a personal amazon account tied to your university email, you will need to change the email on your personal account to a personal email and then create your business account.



YOU ARE NOW LOGGED INTO YOUR BUSINESS ACCOUNT AND FREE TO SHOP TAX FREE.

If you also have a personal Amazon account, when you log in always verify that on the top right it says your name or department and Account for business.

<u>PROCEED TO CHECKOUT.</u>

THE SHIPPING CHARGE WILL COME OFF ONCE YOU PROCEED TO CHECK OUT.

YOU WILL NOT ENTER A PO NUMBER BECAUSE YOU ARE CHARGING DIRECTLY TO YOUR P-CARD. JUST SELECT CONTINUE.

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	Shopping Cart Price Quantity	Subtal (1 item): \$65.95 ty Proceed to checkout Conditions of Use I Privacy Notice @ 1995-2016. Amazon.com. Inc.
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Add to Cart Add to Cart S8 89 🛷 mm	Image: Copy - the bit hards, 16 Matte Corr Thermal Paper Roll, 2.1 the bit hards, 19 Matte Corr 2 (14", XBP Thermal the bit hards, 19 Sol 19 - Writer Sol 19 -	Customers Who Bought GREENStY Compatibility TorerCartifdge Replacements IP CF300X 312X (1 x CF300X Magental for IP MF Var CF300X August 10 for IP MF Var CF300X Magental for MF Green August 10 for IP MF Var CF300X Magental for MF Green August 10 for MF Green August 10 for Market for Land 10 for Mar

SHIPPING INFORMATION

ENTER YOUR ADDRESS. IT WILL AUTO POPULATE AFTER THE FIRST ORDER, YOU JUST SELECT SHIP TO THIS ADDRESS.

BE SURE TO UNSELECT SATURDAY AND SUNDAY DELIVERY.

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	^	StatelProvince/Region:	,
Select a shipping address		ZIP:	
Is the address you'd like to use displayed below? If so, click the corresponding "Ship to this address" button. Or you can enter a new shipping address.		Country:	
Jenny Fawcett 0175 OLD MAIN HL		United States V Phone number: (Learn more)	
LOGAN, UT 84322-0175 United States			
Phone: 435-797-3026 Ship to this address		Additional Address Details (What's this?) Preferences are used to plan your delivery. However, shipments can sometimes arrive early of the than planned.	
Edt Delete		Weekend deliveryc: • Lan neceive parkages on Saturday and Sunday	
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Add a new address Be sure to teck "Ship to this address" when done. Fell armor.		Pallet Delivery: Select your preference A receiving dock a required, pallets delivered than to 12pm, Mon - Pri	
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State/Province/Region:		- General Address Tips - APO/FPO Address Tips	
ZIP:			
Country:		Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay. Conditions of Use Privacy Notice @ 1995-2016, Amazon.com, Inc.	
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SHIPPING DETAILS

SELECT A SHIPPING OPTION, NOTICE SHIPPING IS FREE.

ENTER YOUR PCARD INFORMATION. THIS WILL AUTO POPULATE AFTER THE FIRST TIME, SELECT CONTINUE.

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атазоп.com	ren F		amazon.com	PLACE ORDER		
Choose your shipping options	Continue		Select a payment method			
Shinment 1 of 1	Choose a delivery option:		Get \$50 off Jenny, your cost could be \$15.95 instead of \$65.	95! Get a \$50 Amazon.com Gift Card instantly upon ap	proval for the Amazon Rewards Visa Card	
Shipping from Amazon.com (Learn more)	FREE Shipping — get it Feb. 13-16		Your credit and debit cards	Name on card Expires on	Continue	
Shipping to: Jenny Fawcett, 0175 OLD MAIN HL, LOGAN, UT, 84322-0175 United States	FREE Standard Shipping — get it Friday, Feb. 10 FREE Two-Day Shipping — get it Wednesday, Feb. 8		Visa ending in Performen number (ontional):	Jennifer Fawcett 09/2018	You can review this order before it's final.	
 GREENSKY Compatible Toner Cartridge Replacements HP CF380X 312X (1 x CF380X Black,1 x CF381A Cyan,1 x CF382A Yellow,1 x CF383A Magental for HP MFF M4756w MFP M4766m,4 Packs (181C1Y1M) 	One-Day Shipping — get it tomorrow, Feb. 7					
\$65.95 - Quantity: 1 Business Price v			More Payment Ontions			
Solid by: GREENSKY						
			Credit or Debit Cards Amazon accepts all major credit and debit cards:	VISA 🔤 🕬		
	Continue		 Add a Card 			
			Gift Cards & Promotional Codes			
Do you have a gift card or promotional code?	We'll ask you to enter your claim code when it's time to pay.					
Conditions of Use Privac	Notice @ 1996-2016, Amazon.com, Inc.		Amazon.com Store Card Access to exclusive financing offers. No annual fee. Zero fraud liability.	amazon.com		
			Learn more and apply now	ana man		
			Add a bank account		Continue	
			 Add a checking account 		You can review this order before it's final.	
			Do v	ou need helo? Explore our Helo pages or contact us		
			Conditions	s of Use Privacy Notice @ 1996-2016, Amazon.com, Inc.		



REVIEW YOUR ORDER; ITEMS PURCHASED, SHIPPING ADDRESS, PAYMENT INFORMATION, ETC.

Once you have verified that everything is correct select place order.

You will receive the following emails:

Confirmation of your order.

Notification that you order has shipped.

IF YOU ARE CHARGED TAX ON YOUR ORDER, IT MAY BE BECAUSE YOU ARE USING A 3RD PARTY VENDOR WHO IS NOT ENROLLED IN AMAZON'S EXEMPTION PROGRAM.

FOLLOW THE STEPS BELOW TO REQUEST A REFUND DIRECTLY FROM THE SELLER.

- I. GO TO "YOUR ORDERS" ON AMAZON.COM
- 2. FIND THE ITEM THAT WAS CHARGED TAX AND CLICK THE "CONTACT THE SELLER" BUTTON (IF THIS BUTTON IS NOT THERE, CALL 888-280-9552)
- 3. ENTER SUBJECT AS "TAX EXEMPTION REFUND REQUEST"
- 4. INCLUDE THE ORDER NUMBER AND AMOUNT CHARGED.

YOUR RECEIPT WILL NEED TO BE SCANNED INTO BOX.

RECEIPT THAT COMES IN THE PACKAGE

AZ9300 Juney Jault mazon.com			
r order of February 6, 2017 (Order	ID 109-3820973-341945	2)	~
item		Item Price	Total
Casio PCR-T273 Electronic Cash Office Product BOODMMXHWG BOODMMXHWG 031111361940	Register	\$82.91	\$248.73
shipment completes your order. feedback on how we aged your order? Tell us at amazon.com/packaging.	Subtotal Shipping & Handling Promotional Certificate Order Total Paid via credit/debit		\$248.73 \$37.91 \$-37.91 \$248.73 \$248.73
rn or replace your item Amazon.com/returns	Print a		
AND IN THE MARKER, AND			
VnNcXNb/-3 of 3-//UPS-SALUT-T/	second/10631130/0207-0	1:30/0206-19:.	21 P5
3 Cas	io Registers		
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RECEIPT THAT CAN BE PRINTED ONLINE.

	116 1 2 200 .
	C A 29300
DILCOM.	
Final Details for Order	#109-3820973-3419452
Print this page	e for your records.
Order Placed: February 6, 2017	
Amazon.com order number: 109-3820973-3419452	
Srder Total: \$246.75	
Shipped on Fe	ebruary 6, 2017
Items Ordered	Price
3 of: Casio PCR-T273 Electronic Cash Register	\$82.91
Sold by: Amazon.com LLC	
Condition: New	
	Item(s) Subtotal: \$248.73
Shipping Address:	Shipping & Handling: \$37.91
0175 OLD MAIN HI	Free Shipping: -\$37.91
LOGAN, UT 84322-0175	
United States	Total before tax: \$248.73
	Sales Tax: \$0.00
Shipping Speed:	Total for This Shipment: \$248.73
Two-Day Shipping	
Payment	information
Payment Method:	Item(s) Subtotal: \$248.73
Visa Last digits: 1938	Shipping & Handling: \$37.91
Pilling address	Free Shipping: -\$37.91
Jenny Eawcett	T-1-1 h-free how 4240 72
Jointy I direct	Total before tax: \$248.73
0175 OLD MAIN HL	Estimated tax to be collected: \$0.00
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0175 OLD MAIN HL LOGAN, UT 84322-0175 United States	Grand Total:\$248.73
0175 OLD MAIN HL LOGAN, UT 84322-0175 United States	Grand Total:\$248.73

QUESTIONSP

CONTACT YOUR FINANCE SPECIALIST